

Wetheringsett Manor School Provider Access Policy Statement

Date updated: September 2025

Rationale

High-quality careers education and guidance in school or college is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 and post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications.

Commitment

Wetheringsett Manor School is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. Wetheringsett Manor School is fully aware of the responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

Wetheringsett Manor School endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: "Baker Clause": supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

Aims

Wetheringsett Manor School's policy for Access to other education and training providers has the following aims:

To develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships.

To support young people to be able to learn more about opportunities for education and training outside of school before making crucial choices about their future options.

To reduce dropout from courses and avoid the risk of students becoming NEET (Young people not in education, employment or training).

Student Entitlement

Wetheringsett Manor School fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training and apprenticeships. The school will comply with the new legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships. This will be done in assemblies in

National Apprenticeship Week and National Careers Week, in addition to providers attending careers events at school.

Development

This policy has been developed and is reviewed annually by the Careers Leader, Deputy Head and Headteacher (Caitlin Cochrane, Kay Park and Mark Jeffries) based on current good practice guidelines by the Department for Education.

Links with other policies

It supports and is underpinned by key school policies including those for Careers, Child Protection, Equality and Diversity, and SEND.

Equality and Diversity

Access to other providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. Wetheringsett Manor School is committed to encouraging all students to make decisions about their future based on impartial information.

Opportunities for Access

	<u>Autumn Term</u>	<u>Spring Term</u>	<u>Summer Term</u>
<u>Year 7</u> <i>Inspire</i>	Careers Term Assemblies Employer engagement Careers guidance Personal Development Day	Assemblies Employer engagement National Careers Week STEM Day	Careers education/ Financial and Economic Wellbeing Assemblies Enterprise Day Employer engagement
<u>Year 8</u> <i>Explore</i>	Careers Term Assemblies Employer engagement Careers guidance Personal Development Day	Assemblies Employer engagement National Careers Week STEM Day	Careers education/ Financial and Economic Wellbeing Assemblies Enterprise Day Employer engagement
<u>Year 9</u> <i>Shape</i>	Careers Term Assemblies Employer engagement Careers guidance Personal Development Day Work Experience	Assemblies Employer engagement National Careers Week STEM Day Work Experience	Careers education/ Financial and Economic Wellbeing Assemblies Enterprise Day Employer engagement Work Experience <i>Legislation requires encounters to take place by 28 February if in year 9*</i>
<u>Year 10</u> <i>Prepare</i>	Careers Term Assemblies Employer engagement 1:1 Careers guidance Personal Development Day Work Experience	National Apprenticeship Week Apprenticeships Fair Careers Fair National Careers Week Work Experience Employer engagement	Careers education/ Financial and Economic Wellbeing Assemblies Enterprise Day Employer engagement Work Experience
<u>Year 11</u> <i>Launch</i>	Careers Term Assemblies Employer engagement 1:1 Careers guidance Personal Development Day Work Experience Open Events/visits	National Apprenticeship Week Apprenticeships Fair Careers Fair National Careers Week Work Experience Employer engagement	Careers education/ Financial and Economic Wellbeing Assemblies Enterprise Day Employer engagement Transition Days Work Experience <i>Legislation requires encounters to take place by 28 February if in year 11*</i>

*This applies to required encounters. We believe that our students still need to encounter the workplace as well as FE settings in an ongoing manner until they leave our provision, so we will continue to allow encounters as appropriate.

Requests for access

Requests for access should be directed to Caitlin Cochrane, Careers Leader, or Kay Park, Deputy Headteacher. Caitlin may be contacted at caitlin.cochrane@wetheringsettmanor.co.uk or by telephone at 07854 232 591, and Kay Park may be contacted by telephone or email, kay.park@wetheringsettmanor.co.uk, Tel 07423 704 345.

Grounds for granting requests for access

Access will be given for providers to attend during school assemblies, timetabled Careers or PSHE lessons, and Careers or Raising Aspirations events that Wetheringsett Manor School is arranging. Students may also travel to visit another provider as part of the trip to be organised in partnership with Outcomes First Group.

Details of premises or facilities to be provided to a person who is given access

Wetheringsett Manor School will provide an appropriate room or assembly hall to be agreed. All rooms have computers, projectors and screens provided. Computer rooms can also be arranged. The Careers Leader or Careers Adviser will organise this, working closely with the provider to ensure the facilities are appropriate to the audience. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the Careers Team who will facilitate.

Live/Virtual encounters

Wetheringsett Manor School will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the school assembly areas. Technology checks in advance will be required to ensure the compatibility of systems.

Parents and Carers

Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers.

Management

The Careers Leader coordinates all provider requests and is responsible to her senior management line manager.

Complaints Procedure

Any complaints about this policy should be raised to *Kay Park* email:
kay.park@wetheringsettmanor.co.uk

Kay Park will raise the complaint to Mark Jeffries, Headteacher of Wetheringsett Manor School.

Monitoring review and evaluation

The Policy is monitored and evaluated annually via the Senior Leadership Team.

Policy Coordinator: Kay Park

Policy Reviewed: September 2025

Appendix

Providers who have been invited into Wetheringsett Manor School/trips to them/Work Experience providers to date include:

St Giles Trust	Access Create	The Regal Cinema	SIS Sheds	Shell
Access Create College	University of Cambridge	The White Horse Inn	Crucial Crew	Basecamp
RAF	Ipswich Future Skills Fair	Easton College	The Mix	Cherry Tree Farm
Smurffit Kappa	West Suffolk College	Suez Recycling Recovery & Waste	Stonham Barns	Hammonds
A&H Autos	ASK Apprenticeships	Norwich Magistrates	BMW	Realise Futures
Suffolk New College	ITFC	Nova Training College	Cancer Research	RLA Commercials
AMS Services	Cedars Pantry	Royal Norfolk Show	Stowmarket Dog Squad	RAF Police
Suffolk Fire and Rescue Services	Depden Farm	Eastern Education Group	Kimblewick Equestrian Centre	Truck East
MG Mechanics				

Destinations of previous pupils from Wetheringsett Manor School include:

Norwich City College	Grantham College	Cambridge Institute	Nova Training	Lapwing
Kings InterHigh	East Coast College Lowestoft	East Coast College Yarmouth	Colchester Institute	Access Create Norwich
Downham Market Academy	West Suffolk College	Suffolk New College	Easton College	CTP Training College
Raptor College	Tendring Technology College			